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(hh) MCO 1001R.54B  
(ii) MCO 1540.34A

1. Purpose. Pursuant to reference (a), the purpose of this LOI is to provide you with information and guidance relative to your duties as the Marine Corps Representative/Commanding Officer, Marine Corps Personnel, Marine Corps Administrative Detachment, U.S. Army Ordnance Center and School, Aberdeen Proving Ground, Maryland 21006. Although not intended to include every possible situation that may be encountered, this LOI is to serve as a basis for authority, a source of information, and a guide for policy.
2. Cancellation. This LOI cancels all previous LOI's and amendments thereto.
3. Background. The billet to which you are assigned was first established in 1969 as the Marine Corps Representative. As a result of the closure of the Marine Corps Ordnance School in 1972, your billet title was changed to that of Officer in Charge, Marine Corps Administrative Detachment. In 1983, subsequent to the upgrade of your billet to the present rank of major, your billet title was changed to that of Commanding Officer, Marine Corps Personnel.
4. T/O Sponsorship. Reference (b) is the T/O for the Marine Corps Instructors/Administrative Personnel with Joint and Other Service Schools. All Marine Corps T/O's are prepared and published by the Manpower Control Branch (Code MPC) of this Headquarters. The Deputy Chief of Staff for Training (Code T) has cognizant responsibilities for reference (b) and is, therefore, the primary point of contact for requests for information and assistance. As your T/O sponsor, the Deputy Chief of Staff for Training should be informed of significant issues raised with other Services, especially those which might have an impact on Marine Corps education/training policies.
5. Staff Personnel. The Marine Corps personnel listed in reference (b) are furnished to the Commanding General/Commandant, U. S. Army Ordnance Center and School, in response to an agreement between the Marine Corps and the U.S. Army as support personnel and as such are assigned at the request of the U. S. Army. Any officer assigned solely as the Marine Corps Representative/Commanding Officer of Marine Corps Personnel is assigned at the request of the Commandant of the Marine Corps, with the concurrence of the U. S. Army, in addition to the required support personnel. ~~This officer should be considered as a special staff officer and a member of the staff of the school's commandant.~~

a. You are encouraged to conduct direct liaison with this Headquarters (Code TPI, MMOA, and MMEA) in recommending desirable attributes and qualifications for personnel to be assigned to fill the billets in reference (b).

b. All Marine Corps staff personnel are carried on the rolls of the Marine Administrative Detachment, U. S. Army Ordnance Center and School, Aberdeen Proving Ground, Maryland 21005, Reporting Unit Code (RUC) 54062, where all officer qualification records (OQR's) and enlisted service record books (SRB's) are maintained.

6. Administrative and Logistics Support. Reference (c) states that an interservice support agreement may be negotiated in consonance with Department of Defense directives and forwarded to this Headquarters for signature. In cases where manpower and/or equipment differences cannot be resolved at the working level, the problem will be referred to this Headquarters (Code T) for resolution. An interservice support agreement is currently not in effect with U. S. Army Ordnance Center and School (USAOC&S) and one is not required. However, a letter of agreement is in effect which outlines support provided by the host command and tenant responsibilities. ~~Each year, you will provide recommended changes to the Director of Support, USAOC&S. A copy of this agreement will be forwarded to this Headquarters (Code T).~~

a. Administrative and logistical support will be provided as stated in the letter of agreement. Support peculiar to the Marine Corps may be obtained from the Marine Corps Development and Education Command, Quantico, Virginia, in the areas of supply (Self Service) and legal assistance (Code SJA).

b. You are responsible for maintenance and repair of the Marine Corps peculiar equipment listed on T/E 5060-1. ~~Fourth echelon maintenance is authorized~~, with the proviso that qualified personnel are assigned and that local funds are available. ~~If not, equipment will be evacuated to the nearest Marine Corps installation capable of such maintenance.~~

7. Status and Guidance. You are the designated representative of the Commandant of the Marine Corps to the Commanding General/Commandant, U. S. Army Ordnance Center and School. Your primary duty as the representative of the Commandant is to ensure that all matters pertaining to the Marine Corps and its personnel are efficiently and properly considered at your duty station.

a. Spokesman. You are the designated spokesman of the Commandant of the Marine Corps in all matters pertaining to the Marine Corps, the Marine Corps staff, and Marine Corps student personnel.

b. Routine Matters. You will be guided in all routine matters by existing Marine Corps regulations, policies, and written agreements with the service school to which you are assigned.

c. Nonroutine Matters. In nonroutine matters or those not covered by, or conflicting with, an existing regulation, policy, or agreement, you will make direct liaison by letter, telephone, or personal visit with the Deputy Chief of Staff for Training (Code T) or the appropriate staff section of this Headquarters for guidance.

d. Designation as Commanding Officer, Marine Corps Personnel. In addition to your duties as the Marine Corps Representative and to assist you in carrying out those responsibilities, you are also designated in reference (b) as the Commanding Officer, Marine Corps Personnel. Your status and authority as the Commanding Officer are set forth in reference (d).

\* e. Senior Officer Present. Chapter 9, paragraphs 0904 through 0910, of reference (d) contains broad guidance applicable to the senior officer of the Marine Corps present. These paragraphs establish the authority and responsibilities of the senior officer, including making his identity known. Additionally, guidance is provided regarding reports and calls by juniors on the senior officer present. It is your responsibility to remain apprised of the relative seniority among Marine Corps officers within your geographical area and to take those actions appropriate to the provisions of that reference.

f. Performance Evaluation. The reporting senior for Marines assigned duty as instructors or support personnel will be the officer immediately responsible for that Marine's performance, regardless of branch of Service. Paragraph 3001.3 of reference (e) applies.

(1) Where possible, the report should be reviewed within the normal chain of command. If it is not feasible to review the fitness report in the normal chain of command, the report will be forwarded to this Headquarters (Code T) for review.

(2) ~~The Commander, School Brigade, U. S. Army Ordnance Center and School is the reporting senior of the Marine Corps Representative/Commanding Officer of Marine Corps Personnel.~~

(3) ~~The Commanding General/Commandant, U. S. Army Ordnance Center and School is the reviewing officer.~~

(4) ~~The completed fitness report will be forwarded to this Headquarters (Code T) for review.~~

8. Liaison Duties. The Marine Corps Representative provides direct liaison between the USAOC&S and the activities and personnel of the Marine Corps. Such liaison should include the acquisition and exchange of pertinent information, coordination of visits, as requested, and advice/assistance concerning Marine Corps students.

a. Other Services. Although your billet is directly related to the USAOC&S, you should attempt to satisfy all valid requests for assistance and advice from other organizations located aboard your base or other Service agencies located in your immediate area.

b. Marine Corps Commands. In order to provide accurate information on the latest Marine Corps policy, doctrine, and developments, direct liaison is authorized and encouraged with the Marine Corps Development and Education Command (MCDEC) and the Landing Force Training Commands (LFTC's).

c. Headquarters Marine Corps. You are authorized and encouraged to deal directly with the various divisions and departments of this Headquarters in carrying out your duties, including personal liaison visits as necessary. However, matters affecting the scope of your responsibilities and status as discussed herein shall be referred to this Headquarters (Code TPI).

d. Social Functions. You will represent the Marine Corps at official and social functions where appropriate.

9. Administrative/Instructional Duties. You may undertake other activities, to include instructor duties, if they do not conflict with the full and efficient accomplishment of your primary mission. Such activities include all duties and collateral duties assigned by the Commanding General/Commandant, U. S. Army Ordnance Center and School.

a. Your instructor duties will normally be in the Mobility Department in the areas of Fuel and Electrical Systems, Maintenance, and Tank Automotive Maintenance.

b. ~~You will serve as special staff officer to the Commander, School Brigade, U. S. Army Ordnance Center and School.~~

c. You will render appropriate assistance in the coordination of education/training presentations given at Marine Corps facilities.

\* d. You will ensure that USMC instructors provide the USAOC&S appropriate input regarding instruction unique to the USMC. Additionally, you will ensure that USMC-unique requirements of course length, topics, or prerequisites are included in approved POI's.

10. Marine Corps Personnel/Students. You will furnish guidance on Marine Corps administrative policies and procedures in accordance with references (f), (g), (h), (i), (j), (k), (l), and (m) to include such items as personnel reporting, pay, endorsement of orders, conduct, and uniform regulations for all Marine Corps and U.S. Navy personnel and students at the USAOC&S.

a. Orientation Briefings. You or your designated representative will brief all incoming Marine Corps and U. S. Navy students to ensure appropriate orientation to the USAOC&S. A current outline for this briefing will be maintained as part of your files.

b. Information. As the Marine Corps Representative, you will be regularly informed of Marine Corps policies, programs, and matters of interest. It is essential that this information reach every Marine under your cognizance, that you ensure the needs of these Marines are met, and that each of them understands his individual and collective responsibilities as a Marine and as a student. A close and continuing professional relationship between yourself and these Marines must be established and maintained. In this regard you will:

(1) ~~Effect liaison with the host command for participation in educational programs offered by the host command.~~

(2) ~~Participate in the Marine Corps Fleet Home Town News Release Program in accordance with reference (n).~~

(3) ~~Participate in the host command's drug and alcohol abuse programs and comply with Marine Corps policy on drug and alcohol abuse in accordance with references (o), (p), (q), and (r).~~

c. Legal Matters. As the Marine Corps Representative, with the additional designation as Commanding Officer, Marine Corps Personnel (reference paragraph 7d above), you are authorized to impose nonjudicial punishment on all enlisted Marines attached to your unit in accordance with references (s), (t), and (u). ~~In addition, you have been granted special court-martial convening authority by reference (v).~~

(1) When it is determined that a case should be referred to higher authority, pursuant to references (s), (t), and (u), you are directed to forward the case to the Commanding General, Marine Corps Development and Education Command, (MCDEC), Quantico, Virginia 22134.

(2) Where the situation dictates referral of the charges to trial by court-martial, the costs incident thereto shall be absorbed by the convening authority as prescribed in paragraph 075145 of reference (w).

(3) Administrative discharge authority for your detachment is the Commanding General, Marine Corps Development and Education Command, Quantico, Virginia, except for those cases which must be acted upon by HQMC.

d. School Quotas. Quotas for Marine Corps students to attend formal school courses are established annually, on a fiscal year basis, between this Headquarters (Code TPI) and the service school concerned. You are not authorized to allocate quotas to any course of instruction. All requests for quotas will be forwarded to this Headquarters, in accordance with paragraph 121 of reference (x). Quotas for Marine personnel will be shown on a training quota memorandum (TQM) published at this Headquarters (Code TPI) with copy distribution to your detachment. A TQM is issued for each course convened at U. S. Army Ordnance Center and School, covers a fiscal year, and shows the number of Marines to be assigned to each class. This document is the basis for student shortfall/overage reports (see paragraph 10f) and is to be reviewed for accuracy of information regarding course title, prerequisites, and administrative instructions.

e. Waivers. All requests for waiver of prerequisites will be forwarded to this Headquarters (Code MM).

f. Student Shortfalls/Overages. Direct telephonic liaison with this Headquarters (Codes MMEA/MMOA for regulars; Code RESM for initial active duty reservists) is encouraged when questions concerning shortfalls or overages of incoming students occur, or when it is obvious that a student will not complete a course to which assigned either for academic or other reasons. A student shortfall or overage of more than ten percent of quotas announced in the latest TQM revision will be reported by message to CMC (Code MM), with information copies to CMC (Codes RESM and TPI). The report will indicate shortfalls or overages by course title and number, course convening date, projected input (regular/reserve/lateral move), actual input (regular/reserve/lateral move), and percentage of overage or shortage. For overage, the report should make a recommendation on disposition of students.

11. Standards. You and your Marines are conspicuous. To the military personnel of the other Services with whom you associate, you will, in fact, be the Marine Corps. Everything you do will reflect directly on the Marine Corps. The following actions are intended to enhance the Marine Corps' status as an elite force of professionals, dedicated to staying tough, lean, and fully combat ready.

a. You must consistently set a high example of personal and professional excellence.

b. You are responsible for insuring that exemplary professional standards for performance, personal appearance, and physical fitness are met by your assigned Marine Corps staff and students. You are directed to conduct periodic personnel inspections, in accordance with current Marine Corps directives, at such times as you deem necessary.

(1) Personal grooming standards are set forth in reference (y) and Marine Corps Bulletins in the 1020 series.

(2) Physical fitness testing will be conducted in accordance with reference (z).

(3) Weight and military appearance standards are contained in reference (aa).

12. Policy and Doctrinal Guidance. You will review and evaluate pertinent courses and instructional materials relating to the Marine Corps, as requested by the Commanding General/Commandant, U. S. Army Ordnance Center and School. In this capacity you will:

a. Maintain current editions of Landing Force Manuals (LFM's), Fleet Marine Force Manuals (FMFM's), and appropriate Marine Corps Institute (MCI) subcourses dealing with amphibious operations for use by Marine Corps students.

b. Advise this Headquarters (Code TAP) of changes in training programs and policies affecting Marine Corps personnel. In accordance with reference (bb), new/revised POI's will be submitted to Commanding General, Marine Corps Development and Education Command (Code E 03) and proposed changes in course descriptive data will be submitted to CMC (Code T).

c. Monitor the draft process, review, and make recommendations to the Commanding General, Marine Corps Development and Education Command (Code D 046), concerning doctrinal or related publications being prepared or revised by the U.S. Army Ordnance School, in accordance with reference (cc).

d. Make recommendations to this Headquarters (Code TAP) on any aspect of local education/training programs which could be pertinent to Marine Corps requirements.

13. Inspector General's Inspections. The schedule of the Inspector General (IG) of the Marine Corps is promulgated by reference (dd). Approximately three months before an IG inspection, you will receive official notification that your detachment is to be inspected. With that notification you will also receive comprehensive instructions for preparing for the inspection, including a detailed inspection checklist, instructions for administering the IG physical fitness test, and a questionnaire soliciting information for inspection planning purposes and for on-site evaluation.



14. Request Mast. Petitions for request mast should be handled in accordance with reference (ee).

15. Reports. The procedure for submission of reports related to inservice courses of instruction for which you are responsible is outlined in reference (ff). In addition, the following training information is required:

a. Schedule Changes. You will submit any changes to the annual schedule of classes to this Headquarters (Code TPI) as they occur.

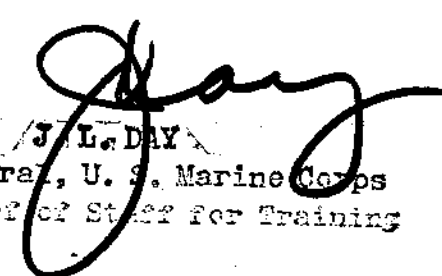
b. Academic Evaluations. As required, you will monitor the forwarding of appropriate academic evaluations to this Headquarters (Code MSRB-20) for insertion in OQR's/SRB's.

c. Formal Schools Catalog. Course descriptions are contained in reference (x). It is your responsibility to review and submit to this Headquarters (Code TPI) recommended revisions to this order as changes occur in courses at the school to which you are assigned.

d. Student Shortfall/Overage. A student shortfall or overage will be reported as described in preceding paragraph 10f, in accordance with reference (x).

16. Reserve Matters. Reserve student input will consist primarily of initial active duty training (IADT) personnel and Selected Marine Corps Reserve (SMCR) personnel. IADT personnel attend school immediately after recruit training and incremental IADT personnel attend recruit training in one summer period and school training the following summer. Guidance pertaining to the handling of IADT and incremental IADT personnel is contained in references (gg) and (hh). Individual SMCR students will attend two-week non-MOS-producing reserve courses and will come from various 4th Marine Division/4th Marine Wing units. SMCR units will also conduct various types of unit Active Duty Training (ADT) at USAOC&S. Guidance pertaining to unit ADT is contained in reference (ii).

17. Changes. ~~You will review this LOI annually and report to this Headquarters (Code TPI) by 15 January on the currency and validity of its content.~~ Negative reports are required. Additionally, in order that this LOI may be maintained in a current status, recommended and/or required changes will be submitted as they occur.

  
Major General, U. S. Marine Corps  
Deputy Chief of Staff for Training

Copy to:  
CG, MCDEC